

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL	COUNCIL MEETING DATE	NO.
FROM: THE CITY MANAGER'S OFFICE	AUGUST 15, 1990	
SUBJECT: PURCHASE OF OFFICE COPIERS		

RECOMMENDED ACTION: That the City Council authorize the purchase of two Minolta copiers, one for Hutchins Street Square and one for the Finance Department at City Hall, from Business Office Systems of Stockton, in the amount of \$11,770.38.

BACKGROUND INFORMATION: Last fiscal year the City purchased two Minolta EP4300 copiers, one for the Fire Department and one for Parks and Recreation, from Business Office Systems of Stockton. These machines carried the lowest bid price and the lowest projected five-year cost of operation compared to three other comparable copiers proposed. After eight months of operation, both Minolta copiers have received high marks from users, with the level of service support from Business Office Systems getting high marks as well.

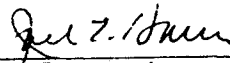
Additionally, the City's experience with the copier in Administration illustrates the risks inherent in bids for copiers, and the merits of buying equipment with which we've had good operational results and received good service support.

Also, with supplies such as toner currently being stocked in inventory to support the two existing Minolta copiers, little or no additional investment in supplies would be needed to support the two new machines.

Lodi Municipal Code Section 3.20.070 allows for bidding to be dispensed with when it is in the best interests of the City to do so. Considering the apparent risks involved with bidding for copiers, and the good experience the City has had with Minolta copiers and Business Office Systems of Stockton, it is recommended that the City purchase two Minolta copiers from Business Office Systems without going to bid.

Business Office Systems has agreed to offer to the City two Minolta copiers as described on attachment 1. Except for exclusion of the automatic duplexing capability on the EP4301, the base machines are identical to the copiers purchased last year. The prices represent a half-percent increase over October, 1989, bid prices, with service and supplies costs unchanged.

Both copiers have been budgeted in the 1990/91 Equipment Fund.



Joe E. Harris
Purchasing Officer

cc: Community Center Director
Finance Director

ATTACHMENT 1
CITY COUNCIL COMMUNICATION
MINOLTA COPIER/COST DETAIL

	HUTCHINS ST. SQ. -----	FINANCE DEPT. -----
COPIER MODEL NO. :	EP4300	EP430I
BASE PRICE:	\$3,956.00	\$3,485.00
AUTO. DOC. FEED:	1,065.00	1,065.00
10-BIN SORTER:	787.00	--
LG. CAP. PAPER TRAY:	575.00	--
COLOR UNIT:	<u>145.00</u>	<u>--</u>
SUBTOTAL :	6,528.00	4,550.00
SALES TAX:	408.00	284.38
TOTAL :	<u>\$6,936.00</u>	<u>\$4,834.38</u>
BUDGETED AMOUNT:	\$7,000.00	\$5,000.00

RESOLUTION NO. 90-126

RESOLUTION AUTHORIZING THE PURCHASE OF TWO MINOLTA PHOTOCOPIERS

WHEREAS, Lodi Municipal Code Section 3.20.070 allows for bidding to be dispensed with when it is in the best interests of the City to do so; and

WHEREAS, Hutchins Street Square and the Finance Department each have need for a photocopier, and these items have been budgeted for;

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council hereby authorizes the purchase of two Minolta photocopiers from Business Office Systems of Stockton, in the amount of \$11,770.38, as shown on Attachment 1, attached hereto.

Dated: August 15, 1990


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I hereby certify that Resolution No. 90-126 was passed and adopted by the Lodi City Council in a regular meeting held August 15, 1990 by the following vote:

Ayes: Council Members - Hinchman, Olson, Pinkerton, Reid and Snider (Mayor)

Moes : Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk